



## THE UNIVERSITY OF ZAMBIA

### EMPLOYMENT OPPORTUNITIES

Applications are invited from suitably qualified and experienced persons for the following positions at the University of Zambia:

#### DEAN OF STUDENT AFFAIRS UNIT

#### JOB TITLE: DEAN OF STUDENT AFFAIRS (RE-ADVERTISED)

#### JOB PURPOSE:

Responsible for planning, organising, coordinating and directing non-academic and social welfare services for students of the University of Zambia and advising management on formulation of student /personnel policy guidelines.

#### PRINCIPAL ACCOUNTABILITIES

- Controls and coordinates all activities and operations of the Unit;
- Initiates formulation of policies and guidelines governing the welfare of students;
- Ensures implementation of policies and guidelines governing the welfare of students;
- Advises Management on matters pertaining to student governance, performance and extra-curricular activities;
- Superintends over the allocation of hostel accommodation;
- Directs and monitors individual or group counselling or advisory services;
- Presides over sports, socio-cultural, recreation and extra-curricular activities for students;
- Ensures that sport facilities are developed and maintained;
- Coordinates planning and implementation of the Unit budget, and ensures prudent utilisation of financial and physical resources;
- Ensures that hostels are maintained, including sanitary facilities;
- Enforces discipline in accordance with the Student Disciplinary Code of Conduct;
- Supervises subordinate staff and ensures that performance appraisal is conducted for all staff in the Unit; and
- Directs the preparation of quarterly and annual operational performance reports.

#### QUALIFICATIONS, EXPERIENCE AND SKILLS

- Grade 12 School Certificate or its equivalent;
- Bachelor's degree in Social Sciences, Counselling or Education or any other relevant field from a reputable University;





- Master's degree in Social Sciences, Counselling or Education or any other relevant field from a reputable University;
- PhD in a relevant field will be an added advantage;
- Minimum of eight (8) years relevant work experience in an education institution, of which five (5) years must be at management level or equivalent level;
- Must have proof of membership to a professional organization or association;
- Experience in conflict resolution mechanisms; and
- Excellent verbal and written communication skills.

## **REGISTRAR'S UNIT**

### **JOB TITLE: DIRECTOR, HUMAN RESOURCES**

#### **JOB PURPOSE**

Responsible for the overall planning, coordination and controlling of human resource management functions in the University as well as providing the strategic advice, guidance and leadership across the University on all aspects of human resources.

#### **PRINCIPAL ACCOUNTABILITIES**

- Provides leadership in the development and implementation of HR policies and guidelines;
- Leads in the development and implementation of the University's HR strategy;
- Conducts thorough diagnosis of the University organisational structure, processes and operations;
- Identifies, develops and recommends appropriate and financially sustainable organisational structures ideal for efficient and effective operations, as well as growth of the University;
- Develops and maintains an employee-oriented culture that emphasizes quality, continuous improvement, and high performance;
- Acts as a change agent to build awareness of new human resources processes and facilitating capabilities and strategic insights;
- Oversees the development and implementation of university-wide performance management framework, performance appraisal programmes and provides advice and recommendations to University Management and staff on performance improvement;
- Oversees and coordinates all training activities and programmes in the University in accordance with the Staff Development Policy;
- Presides over recruitment of staff in the University in accordance with the Recruitment and Selection Policy and Procedures;
- Develops and implements the Staff Discipline and Grievance Policy and Procedures;
- Promotes sound labour relations in the University and effectively engages trade unions;
- Develops and implements financially sustainable remuneration policies, practices and systems in accordance with the labour laws;
- Coordinates employee assistance programmes and promotes occupational health and safety;
- Oversees the development of the integrated HR systems, including the Payroll system;
- Prepares quarterly and annual operational performance HR reports in accordance with HR metrics and analytics models.



## QUALIFICATIONS, EXPERIENCE AND SKILLS

- Grade 12 School Certificate or its equivalent;
- Bachelor's degree in Human Resource Management or Public Administration or in a related field;
- Master's degree in Human Resource Management or Public Administration or in a related field;
- At least ten (10) years relevant post-qualifying experience, of which five (5) years must be at senior management level in a reputable organisation;
- Must be a Full Member of the Zambia Institute of Human Resources Management;
- Must have thorough knowledge and understanding of employment legislations and best practices;
- Practical experience of negotiations at senior level with trade unions; and
- Excellent verbal and written communication skills and ability to build relationships and influence at all organisational level.

Only candidates who meet the specified requirements need to apply to the address indicated below, enclosing their detailed Curriculum Vitae, copies of educational certificates, names and addresses of three traceable references and contact address/ telephone/e-mail details. **The position should be clearly marked on the envelope.**

Applications to be sent to: **The Registrar  
University of Zambia  
P O Box 32379  
Lusaka**

Closing date: **Friday, 13<sup>th</sup> December, 2019.** Only short-listed candidates will be contacted. The University of Zambia is an Equal Opportunity Employer.

